**Cass County, Iowa Sheriff’s Office**

Office Assistant

Job Type: Full Time Employee

Hours: Monday through Friday, 8am to 4:30pm

Salary: $20 - 25 per hour, based off of experience

Open Dates: 1/2/2025 to 1/16/2025

**Job Information:**

The primary role of this position is to be cross trained in a variety of clerical roles. Some of these being: Payroll, assist citizens via walk in / phone calls / emails, maintain point of contact with our office’s electronic jail visitation program, maintain point of contact for weapon permits, track towed / abandoned vehicles, track records and process requests for information, process criminal case work and input data into specific programs, collaborate and process information for local media and social media release, additional duties as necessary.

**Qualifications:**

* Must be 21 years of age or older
* Must hold at least a High School Diploma or equivalent
* Must be able to pass a pre-employment background check
* Must be proficient with Microsoft Office programs and similar

Applications can be picked up from the Cass County Sheriff’s Office at 5 West 7th St., Atlantic, IA 50022, online at https://www.casscountyia.gov/county-departments/sheriffs-office/ or by emailing [swalton@casscoia.us](mailto:swalton@casscoia.us). Completed applications are due back to the Sheriff’s Office in person, via mail or by email to [swalton@casscoia.us](mailto:swalton@casscoia.us) no later than 3PM on 1/16/2025.

For additional information, please call 712-243-2206 or email Chief Deputy Spencer Walton at [swalton@casscoia.us](mailto:swalton@casscoia.us)

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